



JOB VACANCY POSTING

OPEN TO ALL: AUGUST 3, 2015

POSTING:	0143-16	FULL/PART-TIME:	Full Time
TITLE:	Administrative Assistant	HRS. PER WEEK:	40
POSITION HIRING RANGE:	\$36,053 - \$39,658/yr.	SCHEDULE:	M – F 8:00a – 5:00p Able to work evenings, weekends and holidays as necessary
POSITION SALARY RANGE:	\$36,053 - \$58,064/yr.		
DEPARTMENT:	Safety & Security		

ADMINISTRATIVE ASSISTANT (SAFETY & SECURITY)

Summary: Perform and/or oversee a variety of associated administrative duties, information-gathering projects and tasks, and provide continuous support to the Safety/Security staff and Executive department. Duties may also include planning/organizing special events within the organization, as required.

Duties: Oversee and/or perform a range of diverse administrative activities for the department and organizational unit. Provide and/or oversee support activities for the department such as answering telephones, and inquiries of visitors, review and control of incoming and outgoing mail, follow-up on operational commitments, prepares photocopies and facsimiles. Serve as a central point of liaison with other departments and external constituencies in the resolution of a variety of day-to-day matters concerning the agency/departments. Assist with project planning, development of materials for presentations and public meetings, and execution of stated goals. Coordinate meetings, take and distribute minutes. (Meeting may be conducted in the field and during adverse weather conditions.) Maintain Document Control and databases for the Safety / Security Department.

Requirements: Associate's degree plus a minimum of five (5) years of related secretarial and/or administrative experience or any equivalent combination of related training and experience. This position requires the ability to work on-site and off-site. Individual must be proficient in Word, Excel, outlook and PowerPoint.

To Apply: SFRTA Employees must submit a Transfer Application Form and resume to David Trabal at the Human Resources Department. Transfer Applications are available on the Intranet and the Human Resources Department. All others should submit an application and resume, with salary requirements, via e-mail to jobs@sfrta.fl.gov, or fax to 954-653-9105, or mail to David Trabal, Human Resources Manager, at 800 NW 33rd Street, Pompano Beach, FL 33064. Applications are available online at www.sfrta.fl.gov.

EOE/Smoke and Drug Free Workplace